LEARNING MANAGEMENT SYSTEM USER GUIDE: STAFF MANAGEMENT

Who can manage staff?

The ability to manage staff in a subject is available only to subject coordinators of that subject. Staff with other roles in the subject, will be able to see the list of staff, but will not be able to add, delete or change the role of staff.

Subject coordinators will only be able to modify or delete staff roles that have been added via the Staff Roles tool (see below). Staff added to a subject via the nominations process must be deleted or modified by this process also. Talk to your LMS Representative for assistance with this: http://www.lms.unimelb.edu.au/start/nominations/reps.html

Only people with a University of Melbourne staff account may be given a staff role in the LMS.

People from other institutions who need access to a subject (e.g. guest lecturers) may be given participant (student) access with the **External Users Management** tool (see page **3** for details).

University of Melbourne students who will also be tutoring, must activate their staff account before they can be added to the subject in a staff role, using the process described below.

If a student requires auditor access to your subject, please submit a Help Desk Request: http://www.lms.unimelb.edu.au/support/helpdesk/

Add a staff member

1. Select **Control Panel >> Users and Groups >> Staff Roles**.
   A list of staff currently associated with the subject and their role will be displayed.
2. Click **Add staff role**.
3. Search for the staff member using their username, surname or given name. Click **Go** to show people who match the search criteria.
4. Put your cursor on the surname of the person to be added. A down pointing arrow appears.
5. Click the down pointing arrow and select the role for that person from: Coordinator (Community Leader), Tutor (Assistant), Designer or Marker (see **Staff Roles** below for definitions).
6. The staff is added in the selected role, is displayed in the list of staff and a green confirmation message will be displayed at the top of the screen.

Change a staff role

To change the role of an existing staff member, go through the steps above to add them and select the new role at step 5. The new role will apply and a blue Updated… message will be displayed at the top of the screen.

Remove a staff member

1. In the *Control Panel*, from *Users and Groups*, select **Staff Roles**.
   A list of staff and their role will be displayed.
2. Put your cursor on the surname of the person to be removed. A down pointing arrow appears.
3. Click the down pointing arrow and select **Delete**.
4. Confirm the deletion on the following page by clicking **Submit**.
5. The staff is deleted from the subject, removed from the list of staff and a green confirmation message is displayed at the top of the screen.

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Staff roles

A subject or community in the LMS can have multiple staff members actively participating in the development and delivery of the subject.

Teaching staff may use these roles to delegate some of the responsibility for maintaining the subject.

Note: Staff users are not able to enrol a student, or assign a student role – this task is system driven and performed automatically from the Administration System.

Each individual staff member can have only one role allocated at any time in one subject. However, a staff member can have different roles in different subjects. For example, a user with a role of Tutor in one subject can have a role of Designer in another subject.

The following roles are available in the LMS:

Subject Coordinator / Community Leader

This role has overall responsibility for developing, teaching and facilitating the subject, including managing the Grade Centre. Subject Coordinators can access all areas of the subject and the Control Panel even if the subject is unavailable to students. Subject Coordinators can add other staff to their subject, and assign a particular role for that staff user, and update or delete an existing staff user role. Subject Coordinators can backup the subject via an archive. Subject Coordinators are listed in the LMS subject catalogue:
https://app.lms.unimelb.edu.au/bbcswebdav/institution/catalogue/index.html

Tutor / Assistant

This role is suitable for a staff member who is involved in the development and teaching of the subject and requires access to the Grade Centre. The Tutor role has similar privileges to the Subject Coordinator role and can access most tools in the Control Panel. This role does not have access to the subject's lifecycle tools (subject copy, export / import subject, archive subject). The Tutor role cannot add or delete other staff members.

Designer

The Designer role is appropriate for an assistant or a support staff member who has some subject design and development responsibilities, but should not have access to student grades. A Designer cannot access the Grade Centre or subject statistics.

Marker

The Marker role has limited access to the subject Control Panel and is unable to access the subject site if the subject is unavailable to students. This role is suitable for staff members who are assisting with the management of student grades but do not need to be able to develop the subject site.

College Tutors

This role is **not** selected with the *Staff Role Management* tool. To give a college tutor access to your subject, the request will have to come to the LMS team from the college the tutor works for.

The Academic Board has endorsed a policy to ensure a consistent approach to access to LMS websites for tutorial staff associated with the University's Colleges and Halls of Residence.

For more information go to: http://www.lms.unimelb.edu.au/teaching/users/college_tutors/

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Staff Information

The staff information tool can appear on a page by itself (default), else as one of the items on a Tools page.

1. In the *Control Panel*, from the *Subject Tools*, select **Staff Information**.
2. Ensure *Edit Mode* is **ON**.
3. Click **Create Contact**.
4. Enter the details of the staff member. Note: Email is a mandatory field.
5. To attach an image of the staff member, in **Options** click **Browse**, locate the file on your computer and then click **Open**.
   Note: Images should be 150 x 150 pixels, otherwise they will be resized to fit.
6. The **Personal Link** box allows a link to the staff member's web page.
7. Click **Submit**.

If there is a large number of staff in the subject you can use the **Create Folder** button at top of the screen and create folders for them e.g. Lecturers, Tutors, and Guest Speakers.

Adding staff profiles for lecturers and tutors directly addresses one of the LMS framework requirements of providing students with names and contact details of teaching staff. More information on the LMS framework: http://www.lms.unimelb.edu.au/staff/framework/

External users management

External Users is the tool to allow individual non-university people access to an LMS subject as a participant. If you need to give access to your subject to the general public (e.g. allowing potential students to preview a subject before enrolling) see our **Guest access** guide: http://www.lms.unimelb.edu.au/user_guides/guestaccess_guide.pdf.

Be aware that opening your subject to non-university people is subject to copyright compliance. For basic information and links to detailed information see the document **Copyright and the LMS** available at: http://www.unimelb.edu.au/copyright/teaching.html

Add an external user to your subject

1. Select **Control Panel >> Subject Tools >> External Users Management**.
2. Read the Copyright Notice and if in agreement, click **Accept**.
3. Click **Enrol User** from the tools at the top of the page.
4. Enter the *Personal Details* of person to be added including an email account.
5. Click **Submit**.
6. A notice appears that says the external user has been notified via email of the new access and will need to activate their LMS account if this is the first time they have used it.
7. Use the breadcrumbs at the top of the screen to return to the subject pages.

Note: Adding a person as an external user is only the first of several steps.

1. Add the external user to the subject.
2. The external user receives an email containing a username, URL and activation code.
3. The external user follows the URL, enters the activation code and creates a password.
4. The external user can now log on to the LMS using their username and new password.

For more information on External Users including animated guides showing this process go to: http://www.lms.unimelb.edu.au/teaching/users/external/

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